

**Page Denied**

Next 1 Page(s) In Document Denied

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director for Operations  
FROM : Chief, Foreign Documents Division  
SUBJECT: Attached Draft on Translation Service, FDD

DATE: 22 January 1951

1. Attached draft appears generally satisfactory to us.  
Recommend that the following change be made in Paragraph 2:

"Effort now being devoted to translation service".

2. We believe also in Paragraph 4 that it should read:

"Paragraph 3a of referenced a".



50X1

J. J. BAGWELL

Encl: 1  
Atchd.

**SECRET**

Chief, Foreign Documents Division

11 January 1951

Assistant Director for Operations

Translation

- REF : a. Memorandum to Projects Review Committee dated 5 December 1950 from AD/O, Subject: Enlargement of FDD's Table of Organization to meet the Demands of CIA Offices for Classified Translation.
- b. Advice of Project Action on CIA Project No. 00-68-51, copy attached.
- c. Memorandum of Agreement dated 23 October 1947, Subject: Foreign Documents Branch, O/O, Central Translation Service

1. The Comptroller advised AD/O on 9 January 1951 that funds are available for implementation of the Classified Translation Project, as outlined in references a and b, regardless of the "Special Provisions or Limitations" indicated in reference b.

2. In view of the statement made in paragraph 7 of reference a concerning morale, it is assumed that FDD prefers to employ the newly authorized linguists both for exploitation and translation. This office approves this procedure provided (a) for each linguist entered on duty as a result of the authority contained in project 00-68-51, reference b, translation at the rate of 1000 pages per annum will be produced in addition to the percentage of overall effort now being devoted to translation; (b) when the T/O is filled, 37% of FDD's effort will be devoted to translation, which should result in 90,000 pages of translation per annum (80 new, plus 27 previously authorized/<sup>positions in the Translation Unit</sup> translators agreed to by AD/O, due to FDD T/O reduction in July 1949 and the then estimated CIA translation requirements, provides 107 positions, 90 of which are linguists).

3. Priorities agreed to in reference c are herewith rescinded and the following established:

a. Intelligence material which is in the interests of national security and requested by CIA Offices.

b. Intelligence material which is in the interests of national security requested by IAC members, unless preliminary FDD screening indicates the content to be of sufficient intelligence value to take precedence over translations being done in the language concerned.

4. Every effort should be made to select linguists to meet the needs of the various Offices as outlined in paragraph 3a of reference b.

GEORGE G. CASEY

ADVICE OF PROJECT ACTION

**SECRET**

CIA PROJECT NO.

00-68-51

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                     |                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| TO:<br><input checked="" type="checkbox"/> AD, OSI<br><input checked="" type="checkbox"/> AD, OPC<br><input checked="" type="checkbox"/> AD, ORR<br><input checked="" type="checkbox"/> AD, OSO<br><input checked="" type="checkbox"/> AD, OO<br><input checked="" type="checkbox"/> AD, ONE<br>2 <input checked="" type="checkbox"/> BUDGET OFFICER<br><input checked="" type="checkbox"/> CHIEF, <del>AD</del> STAFF Services<br><input checked="" type="checkbox"/> <del>CHIEF, ORR</del> Security & Inspection<br><input checked="" type="checkbox"/> Personnel Director | Advisor for <del>Project</del><br><input checked="" type="checkbox"/> <del>NOT CONCERNED</del><br><input checked="" type="checkbox"/> <del>ORR</del> FILE PRO<br><input checked="" type="checkbox"/> Vital Document | PROJECT TITLE<br><br>Facilities for <u>Classified Translation</u> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PROJECT DURATION<br><br>Fiscal Year 1951 and continuing                                                                                                                                                             |                                                                   |

**DESCRIPTION AND SCOPE OF PROJECT**

After screening out useless material, it is estimated that there are 98,800 pages annually of classified foreign language material, intelligence potential of which is such that translation is required. It is agreed by the various offices concerned that such translation should continue to be centralized in FDD. FDD currently has the capacity to translate 20,000 pages per year. Proper summarization and elimination of worthless material may eliminate an additional 8,000 pages per year, leaving approximately 70,000 pages.

The average translator receives \$4,000.00 per year in salary and can translate 1,000 pages per year. For proper performance, FDD would then need 70 additional linguists at an annual cost somewhat in excess of \$280,000.00 in salaries. Ten clerical positions would be needed at an annual cost of approximately \$27,500.00. Additional expense will be incurred for supplies and equipment, particularly typewriters and for 4,000 square feet of space minimum.

**SUMMARY OF ESTIMATED COSTS**

| OBJECT CLASS                  | VOUCHERED            |                      | TOTAL                                                                            |
|-------------------------------|----------------------|----------------------|----------------------------------------------------------------------------------|
|                               | 1951                 | 1952                 |                                                                                  |
| 01 Personal Services .....    | \$ 100,000.00        | \$ 325,000.00        | \$                                                                               |
| 02 Travel                     |                      |                      |                                                                                  |
| 03 Transportation of things   |                      |                      |                                                                                  |
| 04 Communications             |                      |                      |                                                                                  |
| 05 Rents and Utilities        |                      |                      |                                                                                  |
| 06 Printing and Binding       |                      |                      |                                                                                  |
| 07 Other Contractual Services |                      |                      |                                                                                  |
| 08 Supplies and Materials     |                      |                      |                                                                                  |
| 09 Equipment )                | 25,000.00            | 50,000.00            |                                                                                  |
| Other )                       |                      |                      |                                                                                  |
| <b>TOTAL</b>                  | <b>\$ 125,000.00</b> | <b>\$ 375,000.00</b> | <b>\$<sup>1951</sup>: \$125,000.00</b><br><b>\$<sup>1952</sup>: \$375,000.00</b> |

**SPECIAL PROVISIONS OR LIMITATIONS**

If funds are available, costs should be charged to the budgets of the customer offices and, if not presently available, must depend on passage of the Supplemental Appropriation. If additional space is not available, the work could be staggered over the week and, if necessary, around the clock, but the expense would be increased by night differential and holiday pay costs.

|                                                                                                                            |                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| RECOMMENDATION (PROJECTS REVIEW COMMITTEE)<br><br>APPROVED: _____<br>Assistant to Deputy Director<br>SIGNATURE OF CHAIRMAN | ACTION BY DIRECTOR CIA<br>(APPROVED) <del>(DISAPPROVED)</del><br>SIGNED<br>WALTER B. SMITH<br>DIRECTOR<br>SIGNATURE OF DIRECTOR |
| JAN 3 1951<br>DATE                                                                                                         | JAN 6 1951<br>DATE                                                                                                              |

00-68-51

**Page Denied**

Next 1 Page(s) In Document Denied

**SECRET**

4. Personnel

One linguist can translate averagely one thousand pages per year counting sick and annual leave. The volume of classified translation is estimated at 98,764 pages as previously shown. FDD is now processing 20,000 pages per year. Of the balance it is estimated that about eight thousand pages may be absorbed by summarization and the elimination of worthless material.

FDD will then need 70 additional linguists.

Ten clerical personnel will be needed for their support.

No supervisory personnel will be necessary due to the existing organization in FDD.

Experience has shown that Grade 7 is the minimum for reliability and accuracy.

5. Space

A minimum of 4,000 feet will be needed. If FDD can re-acquire the space since given to "Communications" in Y Building it will provide ample housing for the added personnel. If this cannot be arranged and no other adjacent space can be made available, FDD can go on a seven day week with staggered leave days thus making present space adequate for the additional personnel.

6. Time Required

This project is for an indefinite period.

7. Type of Funds

Vouchered funds would be required.

8. Cost

|                   |                          |          |                  |
|-------------------|--------------------------|----------|------------------|
| GS-9              | 30 Intelligence Officers | @ \$4600 | \$138,000        |
| GS-7              | 40 Intelligence Analysts | @ \$3825 | 153,000          |
| GS-4              | 4 Clerk Typists          | @ \$2875 | 11,500           |
| GS-3              | 6 Clerk Typists          | @ \$2650 | 15,900           |
| <b>Total Cost</b> |                          |          | <b>\$318,400</b> |

50X1



GEORGE G. CAREY

CIA/FDD:BEC/jaa 29 November 1950

*hand-carried by the  
Care for all  
conferences*

cc: Addressee orig & 1 Thermo-print copies:

|       |     |         |                |
|-------|-----|---------|----------------|
| AD/OO | - 1 | OSO - 1 | OPC - 1        |
| FDD   | - 1 | OSI - 1 | OCD - 1        |
|       |     | ORR - 1 | Management - 1 |

**SECRET**

CONCURRENCES

50X1

Wm. G. Tharp  
Office of Special Operations

29 Nov 1950  
Date

H.M. CHADWELL  
Office of Scientific Intelligence

4 Dec 50  
Date

for L. R. LAMPMAN  
Office of Research & Reports

1 Dec 50  
Date

C. HULICK , EAD/OPC  
Office of Policy Coordination

1 Dec 50  
Date

Office of Collection & Dissemination

1 Dec 50  
Date

50X1

\* Concur in some increase - until OO/FDD can demonstrate  
ability to recruit and amounts translated better Determined of value

Management Officer

1 Dec 50  
Date

50X1

E.R. SAUNDERS  
Comptroller  
(No objection to this project being  
submitted to PRC)

4 Dec 50

\* Do not concur in increase of 80 positions. Would be glad to  
discuss at PRC.

**SECRET**



Project renumbered to  
00-38-52 by memo from  
the comptroller dated 16 July 1957.

(filed in front  
of PRC book)

SECRET

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

| TO   |                            | INITIALS    | DATE          |
|------|----------------------------|-------------|---------------|
| 1    | <i>Dep. Asst. Dir. O/O</i> |             |               |
| 2    |                            |             |               |
| 3    |                            |             |               |
| 4    |                            |             |               |
| 5    |                            |             |               |
| FROM |                            | INITIALS    | DATE          |
| 1    | <i>Chief, Mgt. Branch</i>  | <i>Rmtt</i> | <i>27 Oct</i> |
| 2    |                            |             |               |
| 3    |                            |             |               |

- |                                                 |                                               |                                    |
|-------------------------------------------------|-----------------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> APPROVAL    | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION                 | <input type="checkbox"/> DIRECT REPLY         | <input type="checkbox"/> RETURN    |
| <input type="checkbox"/> COMMENT                | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH  |
| <input checked="" type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION       | <input type="checkbox"/> FILE      |

REMARKS:

*Mr. Carey - ORE & SO have concurred. OCD is making changes. If any changes are to be incorporated I shall check with you. Rmtt.*

SECRET (CONFIDENTIAL) RESTRICTED UNCLASSIFIED

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

| TO                                 | INITIALS | DATE       |
|------------------------------------|----------|------------|
| 1 Chief, FDD                       |          |            |
| 2                                  |          |            |
| 3                                  |          |            |
| 4                                  |          |            |
| 5                                  |          |            |
| FROM                               | INITIALS | DATE       |
| 1 Deputy Asst. Dir. for Operations |          | 11 Jan. 51 |
| 2                                  |          |            |
| 3                                  |          |            |

- |                                      |                                               |                                    |
|--------------------------------------|-----------------------------------------------|------------------------------------|
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY         | <input type="checkbox"/> RETURN    |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH  |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION       | <input type="checkbox"/> FILE      |

REMARKS: AD/O believes that we should formulate a memorandum to Chief, FDD, which outlines how we propose to handle our translations in the future. A copy of this memorandum will probably be sent to the various CIA Offices so that they may have a clear understanding of how we are operating to meet their individual needs. The attached is an attempt to draft such a memorandum. Please comment on this

(over)

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

**draft or produce a new one for consideration by  
the AD/O if this does not appear satisfactory.**

**L.K.W.**